



PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

SCHOLARSHIP CRITERIA

Criteria No.	Description of Scholarship Criteria
1.	Applicant must be a Municipal Clerk, Deputy Clerk, Clerk of Council, or Secretary/Clerk employed by a municipality performing duties commensurate to the duties performed by a Municipal Clerk in Palm Beach County.
2.	1 st year CMC applicants must be an Active-member in good standing with the Palm Beach County Municipal Clerks Association for a period of at least 6 months prior to the application submittal and have an 80% attendance rate at PBCMCA meetings. 2 nd and 3 rd year CMC Applicants must be an active member for at least one (1) year with and 80% attendance rate at PBCMCA meetings and have served at least one (1) year on a PBCMCA Committee. MMC Applicants must be an active member for at least three (3) years with an 80% attendance rate at PBCMCA meetings and have served for three (3) consecutive years on a PBCMCA Committee.
3.	Applicant must be actively pursuing CMC or MMC designation. Preference shall be given to those applicants pursuing their CMC.
4.	Applicant must provide written evidence attached to the application that his/her immediate supervisor has authorized time off to attend IIMC approved education in the event a scholarship is awarded.
5.	Applicant must acknowledge that any awarded funds are to be used solely for the purpose of paying the registration fee to attend the event listed on the application. The total scholarship award shall not exceed the registration fee per individual, or shall be based on the current budgetary funding amount that is approved by the membership.
6.	Applications for the FACC Summer Academy must be received by the Scholarship Committee Chairperson no later than the 1 st Monday in April. Applications for the FACC Fall Academy must be received no later than the 1 st Monday in August. . In the event of a lack in applicants, the deadline may be extended at the discretion of the Scholarship Committee. For all other IIMC approved education such as mini-academies, webinars, etc., the application shall be due upon the deadline set by the Scholarship Committee Chair.
7.	Applicants may apply for a Scholarship to attend IIMC approved education if the budget continues to provide for the Scholarship funding. Any Scholarship Award shall be solely based on the Committee's findings and decision.
8.	Applicant acknowledges that in order to receive reimbursement, the entire coursework must be completed and the applicant must maintain the required criteria at the time of attendance.
9.	Failure to meet and maintain the application criteria and/or submit a complete application, including supporting documentation, may result in disqualification.